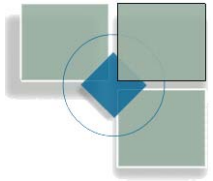




# DeKalb County Planning & Development Department

Burrell Ellis  
Chief Executive Officer

Patrick Ejike  
Director



## COMMERCIAL PLANS SUBMITTAL CHECKLIST

Submit two (2) sets of plans to DeKalb County Planning and Development Department, Plans Review Division, 2<sup>nd</sup> floor of 330 W. Ponce De Leon for construction of new buildings, additions, alterations, and repairs of existing and As-Built floor plans (involved structural changes, occupancy changes, impact upon egress, and impact on fire resistive construction) or work equal to \$3000. Architectural plans must include the following information:

### **I. Cover Sheet with Project Criteria**

- A. Name of project
- B. Project location
- C. Architect-Reg. #
- D. Engineer-Reg. #
- E. Occupancy classification
- F. Construction type - sprinkled, protected, etc.
- G. Building area – breakdown
- H. New building using area modifications for allowable area, provide calculation
- I. Occupant load
- J. Applicable codes/year
  - 1. International Building Code 2006 with Georgia Amendments
  - 2. National Electric Code / 2005
  - 3. International Gas Code / 2006 with Georgia Amendments
  - 4. International Mechanical Code / 2006 with Georgia Amendments
  - 5. International Plumbing Code / 2006 with Georgia Amendments
  - 6. International Energy Conservation Code / 2006
  - 7. Georgia Accessibility Code / 1997 / GAC 120-3-20
  - 8. NFPA 101-Life Safety Code 2000
  - 9. International Fire Code / 2006
  - 10. International Residential Code / 2006 with Georgia Amendments

### **II. Plot Plan**

- A. Location of project in relation to property lines
- B. Location of project in relation to other buildings on site if applicable.

### **III. Key Plan**

- A. Show proposed space within a building.
- B. Show and identify adjoining tenants by occupancy.
- C. Show and identify complete scope of work

330 West Ponce de Leon Avenue – Suites 100-500 – Decatur, Georgia – 30030  
[voice] 404.371.2155 – [Planning Fax] (404) 371-4556 [Development Fax] (404) 371-3007  
Web Address <http://www.co.dekalb.ga.us/planning>  
Email Address: [planninganddevelopment@co.dekalb.ga.us](mailto:planninganddevelopment@co.dekalb.ga.us)

## Page 2 - COMMERCIAL PLANS SUBMITTAL CHECKLIST

### IV. Floor Plan (scaled drawing)

#### Legend Showing

1. Old vs. New Construction
2. Rated Walls
3. Existing Walls / Demo Walls
4. Sections and Applicable Details

#### New Building

1. Floor/Reflected ceiling Plans, label and dimension of all spaces
2. Cross Sections, Wall Sections and applicable Details
3. Door and Finish Schedules
4. Structural Plans

#### Identification

1. Exits
2. Room Use Designation
3. Door Sizes, Corridors, Stairs, and Storage Rooms
4. Total area of work

#### Note:

**Plans marked not for Construction will not be accepted for permit.**

**If pre-engineered building structural components were used, technical specification will be required with additional detail for verification of code compliance.**

- Submit plans with Architect's /Engineer's seal for all plans over 5,000 sq. ft, greater than three stories, or all A, E, and I occupancies. All plumbing, mechanical, and electrical plans must be stamped by design professional.
- All plans submitted to Structural Plans Review must also be reviewed for zoning compliance. If plans are for new construction, Site Development permit must be issued before a building permit is issued.
- All plans relating to the Food Service Industry (restaurant, cafeteria, motels, and hotels). Before submitting application and plans for building permit, F.O.G. Evaluation form from DeKalb County Water & Sewer Division for sizing a Grease Trap and Grease Interceptors must be signed off by the inspector. Plans must also be reviewed by the County Health Department with copies of the Health Department Checklists attached before a building permit could be issued.

### Page 3 - COMMERCIAL PLANS SUBMITTAL CHECKLIST

- All plans over 3,000 sq. ft must be submitted to Plans Review two (2) sets along with two (2) copies of permit application. Incomplete plans will not be reviewed. The review process takes 3-4 weeks. You will be notified when the review is complete, approved or disapproved. To expedite the permit process, please have your plan tracking file number with you when you come to the review counter for the permitting process.
- Plans under 3,000 sq.ft can be reviewed by **walk-in** between **9:00 am** to **4:00 pm**, Monday through Friday.

**Exception: Personal Care Home, Church, School and Child Care facilities cannot be reviewed by walk-in.**

State General Contractor license is required for building permit. In addition, a State Trade license is required for all trade (Electrical, HVAC, Plumbing, Low Voltage, Sprinkler, Fire suppression hoods and systems, and Fire alarm systems).

Building permits fees for additions, alterations, general repairs, demolition and interior tenant finish is based on \$5.00 per thousand of construction, plus \$25.00 for Certificate of Occupancy (CO). For new construction and additions, the fees are calculated using the ICC Building Valuation Data plus \$25.00 CO fee.